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U/OTE Chrono

OTE 87-8704

2 FEB 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT:

Recommendation for a Quality Step Increase -

1. [] is recommended for a Quality Step Increase (QSI) in recognition of her sustained superior performance during the past 21 months. []

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SUBJECT: Recommendation for a Quality Step Increase -

4. In view of the continued excellent service [] has afforded the personnel [] for the period mentioned, I strongly recommend she be awarded a QSI as a show of appreciation for a job well done.

Attachments:

- A - Bio Profile
- B - PARS (2)

APPROVED:

Deputy Director for Administration

Date

Distribution:

- Orig - Addressee, w/atts
- 1 - DDA/CMS, w/o atts
- 2 - DDA, w/o atts
- ✓ 2 - D/OTE Chrono, w/o atts
- 1 - C/PB/OTE, w/atts
- 2 - OTE Registry, w/o atts (Dummies)
- 1 - []
- 1 - []

DA/OTE/C/PB [] :ss (12Jan87)

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